State Accounting Office

TeamWorks: Travel and Expense System

TTE: How to Enter Travel Allowances – No Overnight Stay

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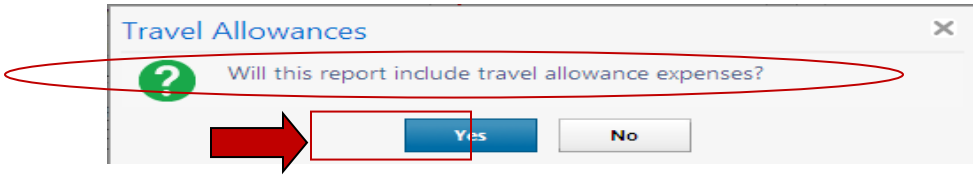
Revision Table

Date	Description
09/25/13	Updated for change in Travel Allowance entry process. Removed references to Selection field. Added instruction on use of final business locations with (Single Day) in the name for Single Day Travel Allowances to calculate properly. Travel Allowances with and without overnight stays can now be on the same expense report. Added instruction on adjusting a specific meal period on an existing Travel Itinerary on an existing Expense Report.

Add Travel Allowances When Creating a New Expense Report

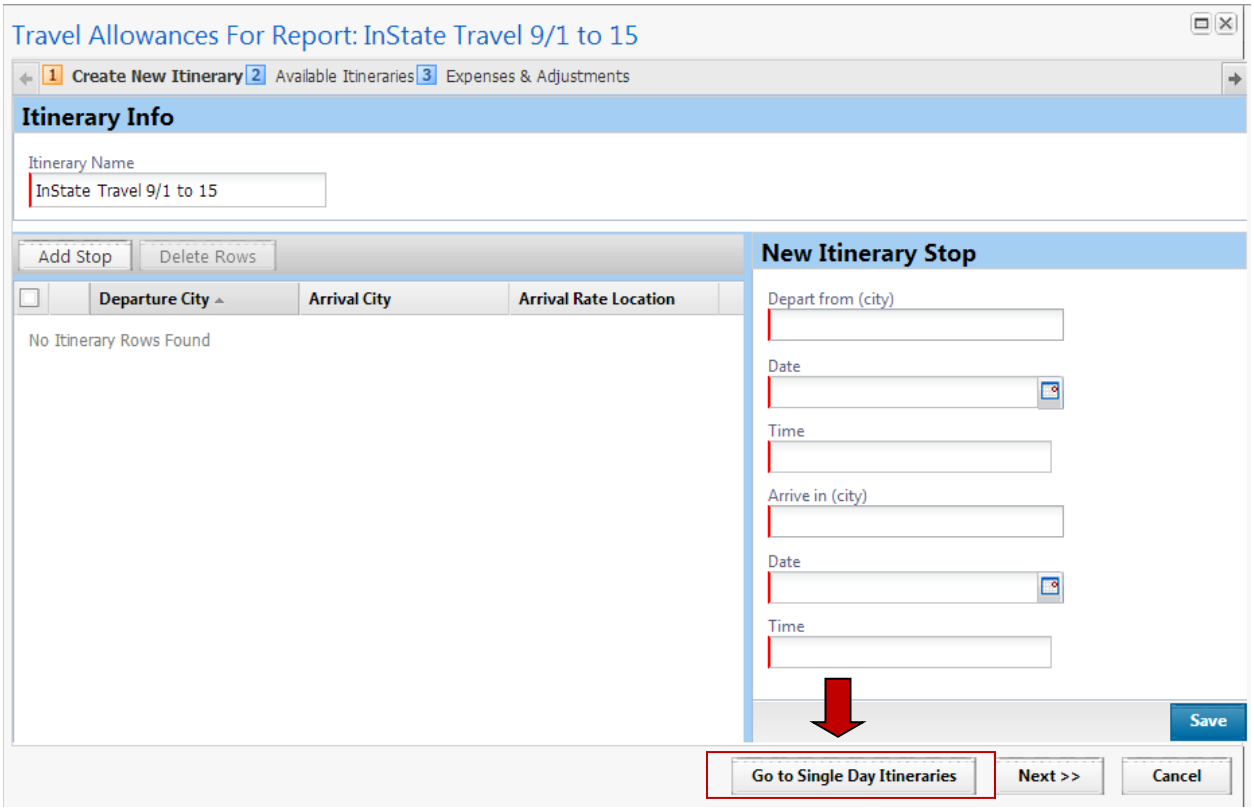
NOTE: You may now add Travel Allowances for travel with or without an overnight stay on the same expense report.! Simply choose the Standard Itinerary for Travel Allowances accompanied with overnight stay(s) or Single Day Itinerary for Travel Allowances where no overnight occurred. Additionally for Single Day Travel ONLY use locations with (Single Day) in the location name for the final business destination of the day as described below.

- On the My Concur in the Expense Report or Active Work section click on **New Expense Report**
- Complete the required **Report Header** information
- If required, link any **Travel Requests** to the Expense Report
    - Click **Add** under **Travel Request** and select the appropriate Travel Request(s) to link to the Expense Report
    - Click **Save** and the **Travel Allowances** dialogue box will appear.
    - Click **Yes**

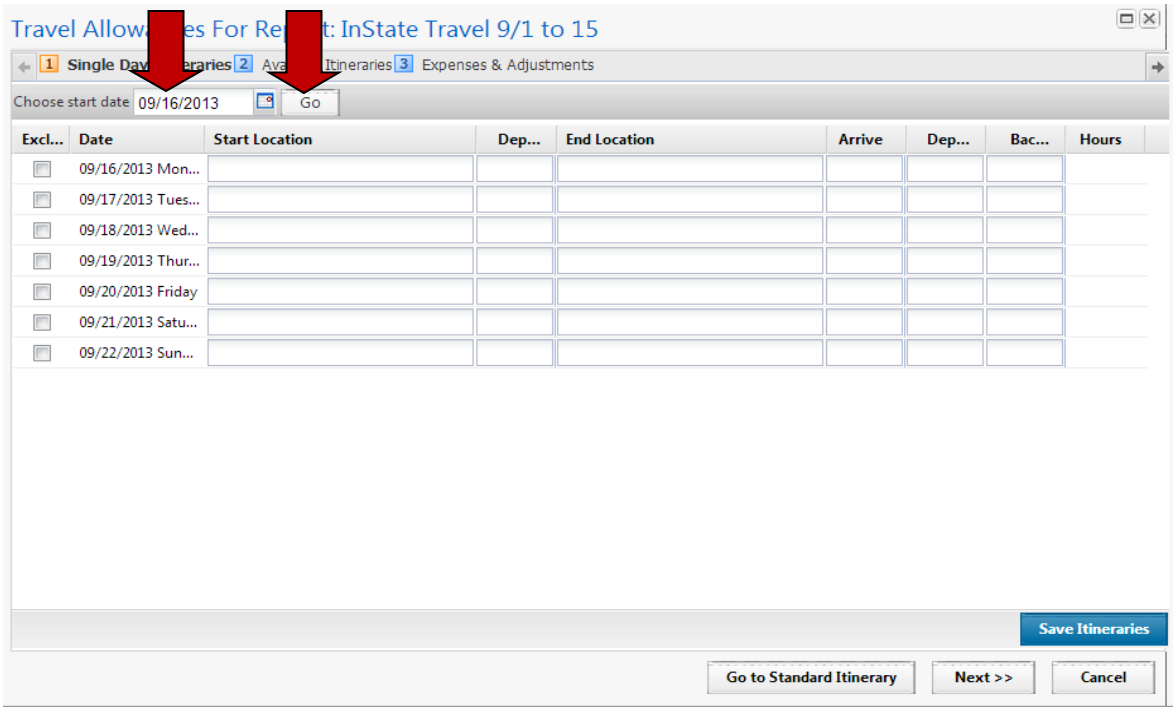


NOTE:The change to accommodate the new Statewide Travel Policy regarding Meals with no Overnight Duration became effective 7/1/13 with the new Statewide Travel Policy.

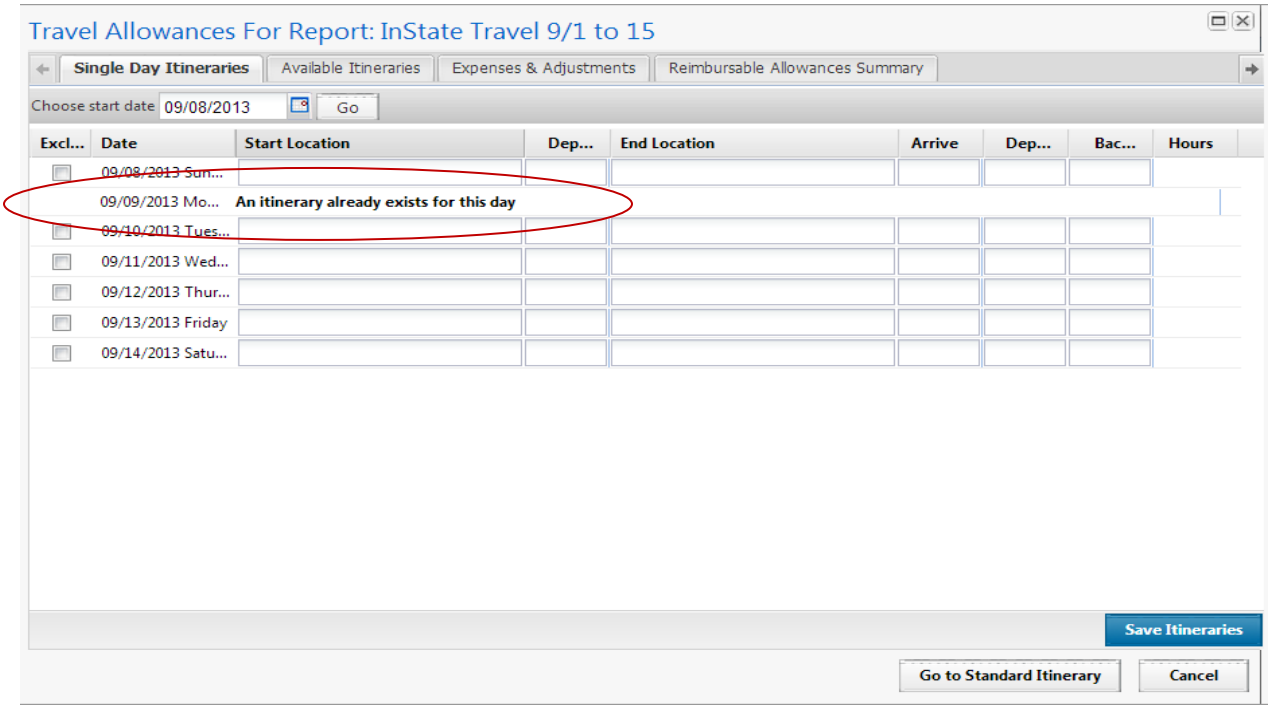
- Click on **Go to Single Day Itineraries** if the Single Day Itinerary entry form does not display.



- The Single Day Itinerary Entry Form Opens
- Enter the date you want to begin entering information for in **Choose Start Date**.
- Click **Go** to open the data entry screen for the chosen dates.

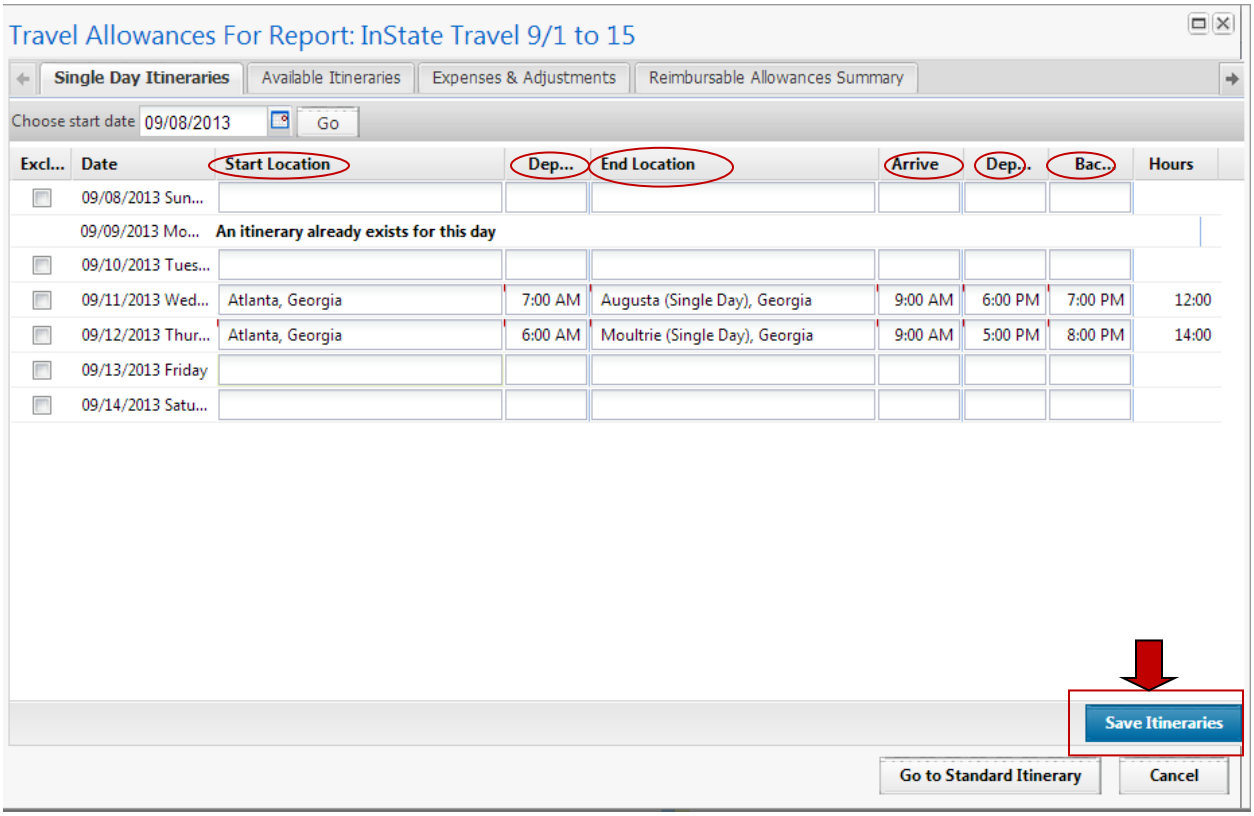


- The date you selected will now display – 7 days display at once.

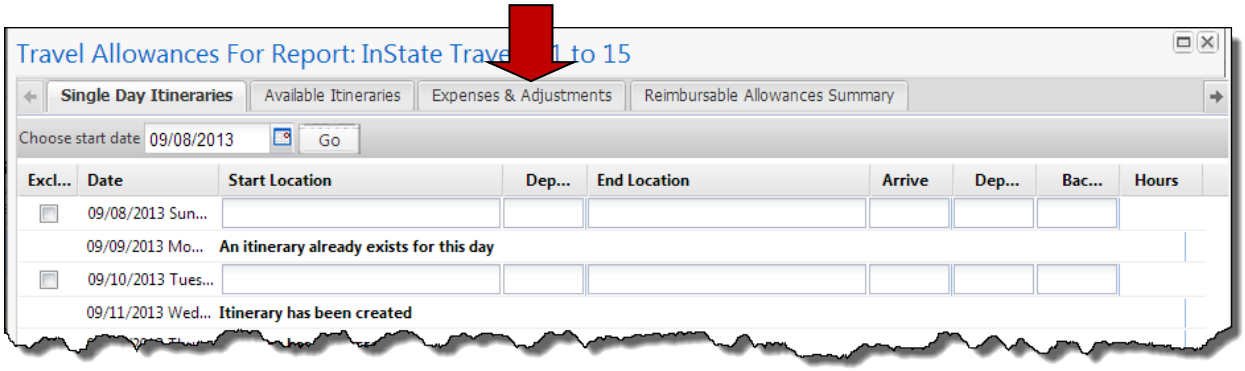


- If Itineraries already display, as in our example, that means those days were already used to claim Travel Allowance on this or another Expense Report

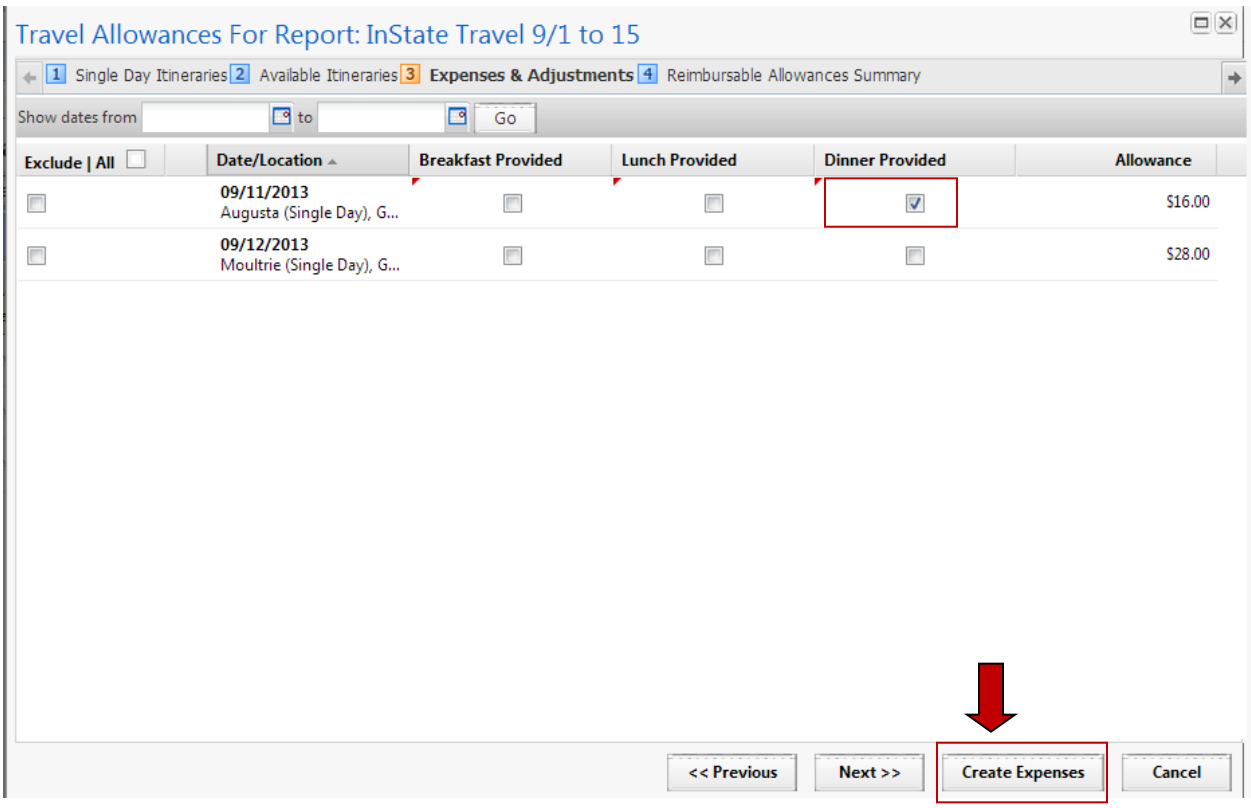
- For each day you want to claim a Travel (Meal Per Diem) Allowance enter your starting location for that day in **Start Location** and click the **Tab** key.
- Enter the time (using am or pm) you left in **Depart** and click the **Tab** key.
- Enter your last business destination of the day in **End Location** and click the **Tab** key.
  - ✓ **Note:** *You must select the destination city with (Single Day) after the name. If you select a destination city that does not have (Single Day) after the name you will not receive the correct Travel Allowance,*
- Enter the time you arrived at this final location in **Arrive** and click the **Tab** key.
- Enter the time you left this location in **Depart** and click the **Tab** key.
- Enter the time you arrived home in **Back** and click the **Tab** key.
  - ✓ **Note:** The system will calculate your travel status time under **Hours.**
- After you have entered all the days you are claiming, click **Save Itineraries**.
  - ✓ **Note**: You can go back in and add additional days in a different week later
  - ✓ **NOTE**: Any days where meals have already been requested on ANY expense report for the date period displayed will show the message “An itinerary already exists for this day.” You cannot claim meals for the same day twice.



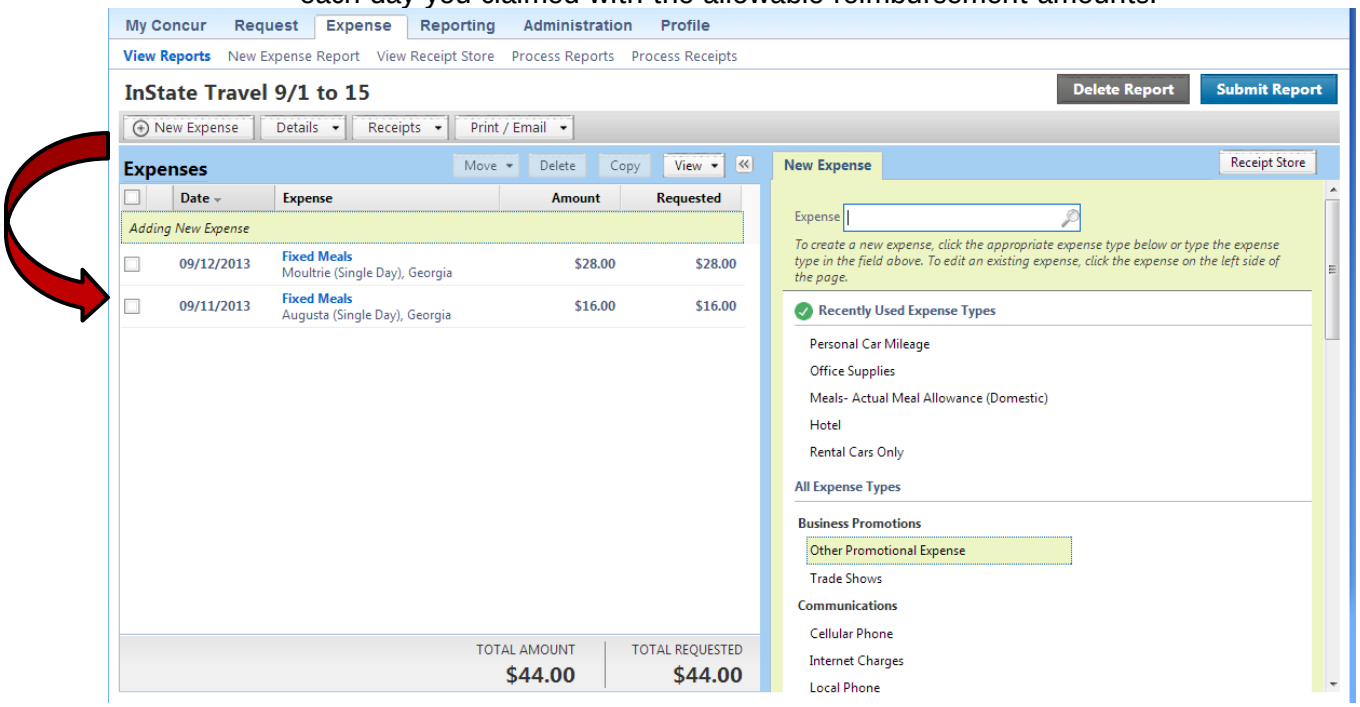
- Click the **Expenses and Adjustments** tab



- Click on any meal that was provided to you for any days you reported. The system will adjust your reimbursement amount for that meal period.
- Click on **Create Expenses.**



- Expense Entrie called Fixed Meals will be created in your expense report for each day you claimed with the allowable reimbursement amounts.

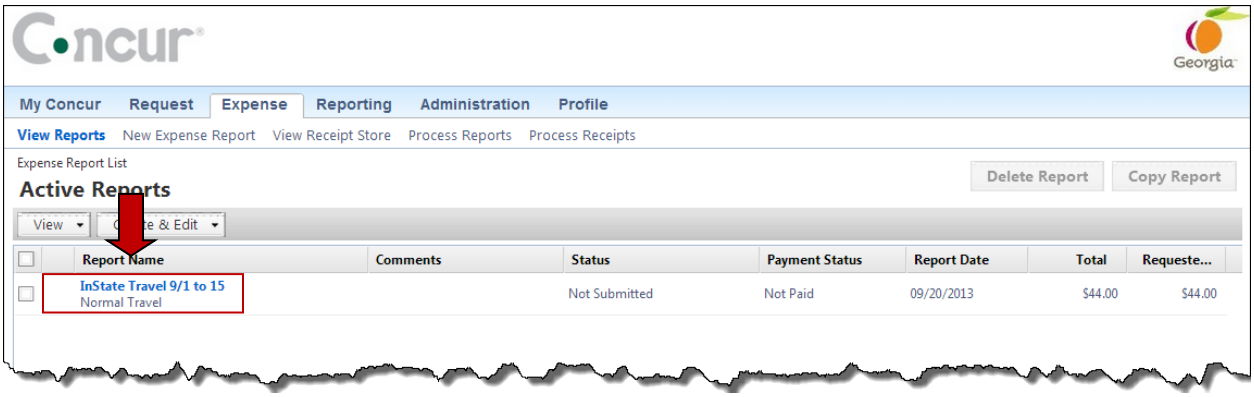


NOTE: When entering Travel Allowance associated with travel status time with no overnight stay, you must remember to select final destination locations that have (Single Day) after the location name. If you do not, your Travel Allowance will not be incorrect. Additionally, do not select locations with (Single Day) in the name for the starting location.

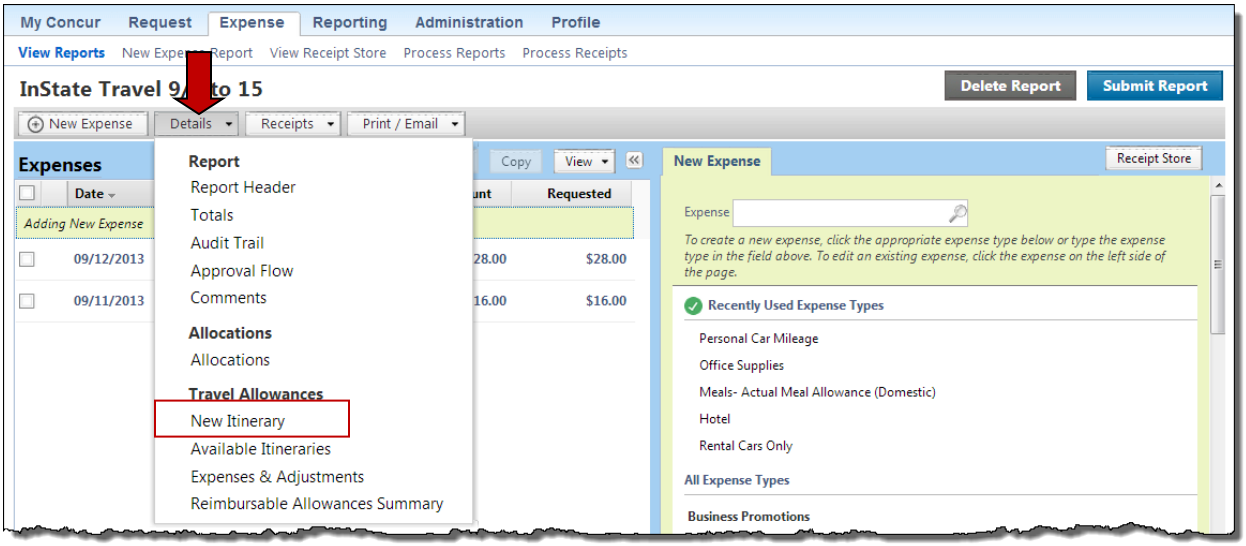
Add Travel Allowances to an EXISTING Expense Report

NOTE: You may now add Travel Allowances for travel with or without an overnight stay on the same expense report.! Simply choose the Standard Itinerary for Travel Allowances accompanied with overnight stay(s) or Single Day Itinerary for Travel Allowances where no overnight occurred. Additionally for Single Day Travel ONLY use locations with (Single Day) in the location name for the final business destination of the day as described below

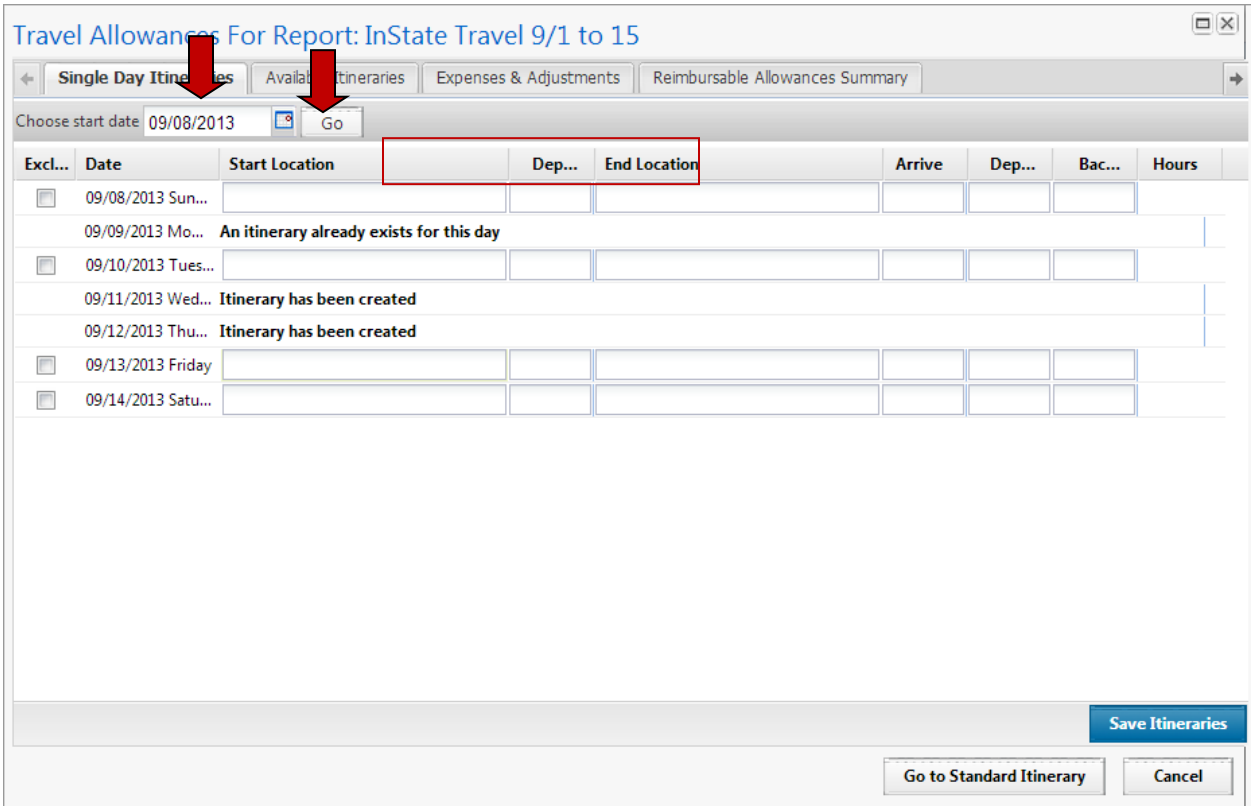
- On the My Concur page in the Expense Report or Active Work section click on an existing Expense Report to open it.



- Click on the **Details** tab.
- Select **New Itinerary** under the Travel Allowances section

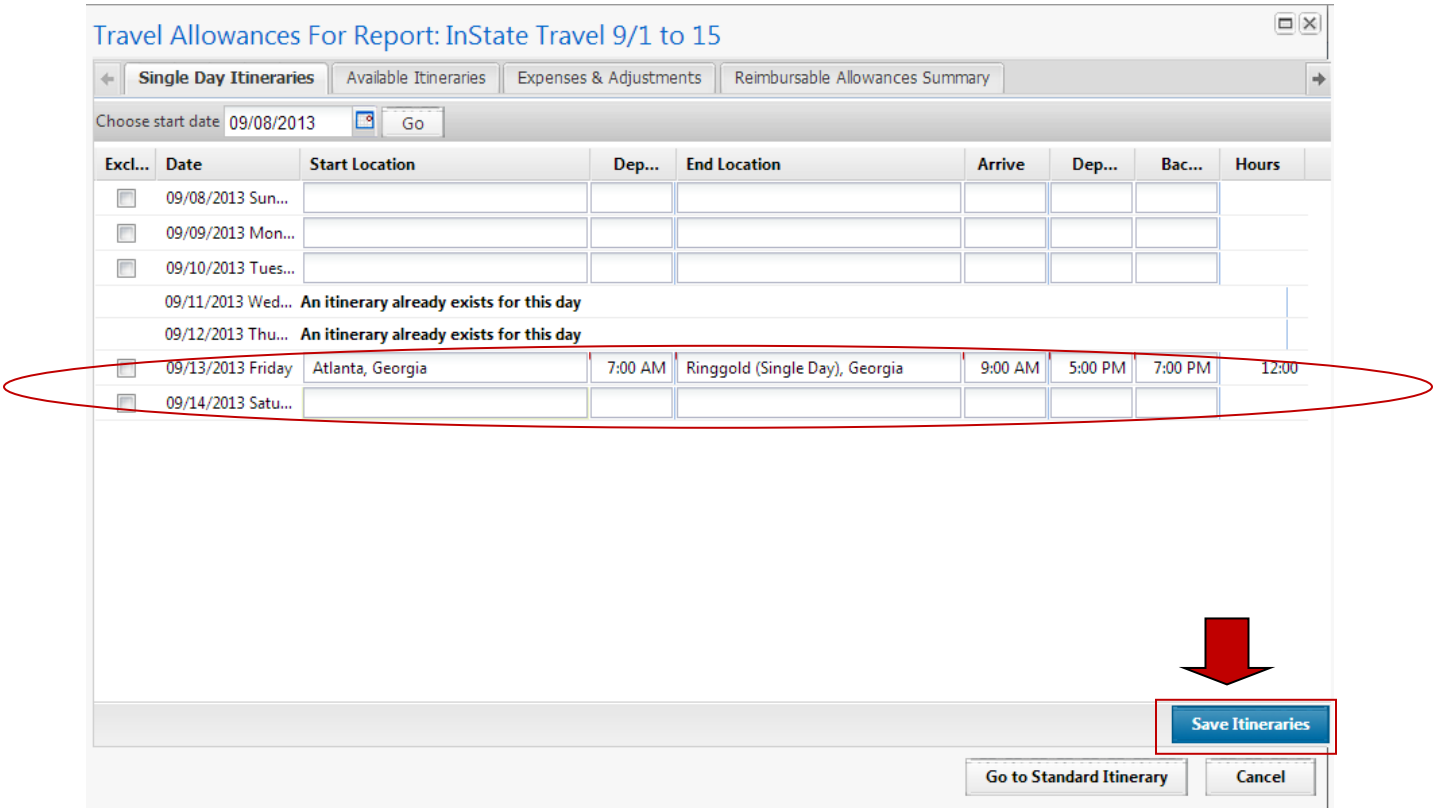


- The system opens to the last Meal Type used:.
  - ✓ **Note:** You cannot mix expenses for In State, Out of State and International Travel on the same Expense Report.
- Click on **Go to Single Day Itineraries** if necessary
- If the dates displayed in Travel Allowance Single Day Entry are not the dates you need to access, change the date in **Choose Start Date** and click on **Go** to open the data entry screen to the correct dates**.**
  - o For each day you want to claim a Travel (Meal Per Diem) Allowance enter your starting location for that day in **Start Location** and click the **Tab** key.

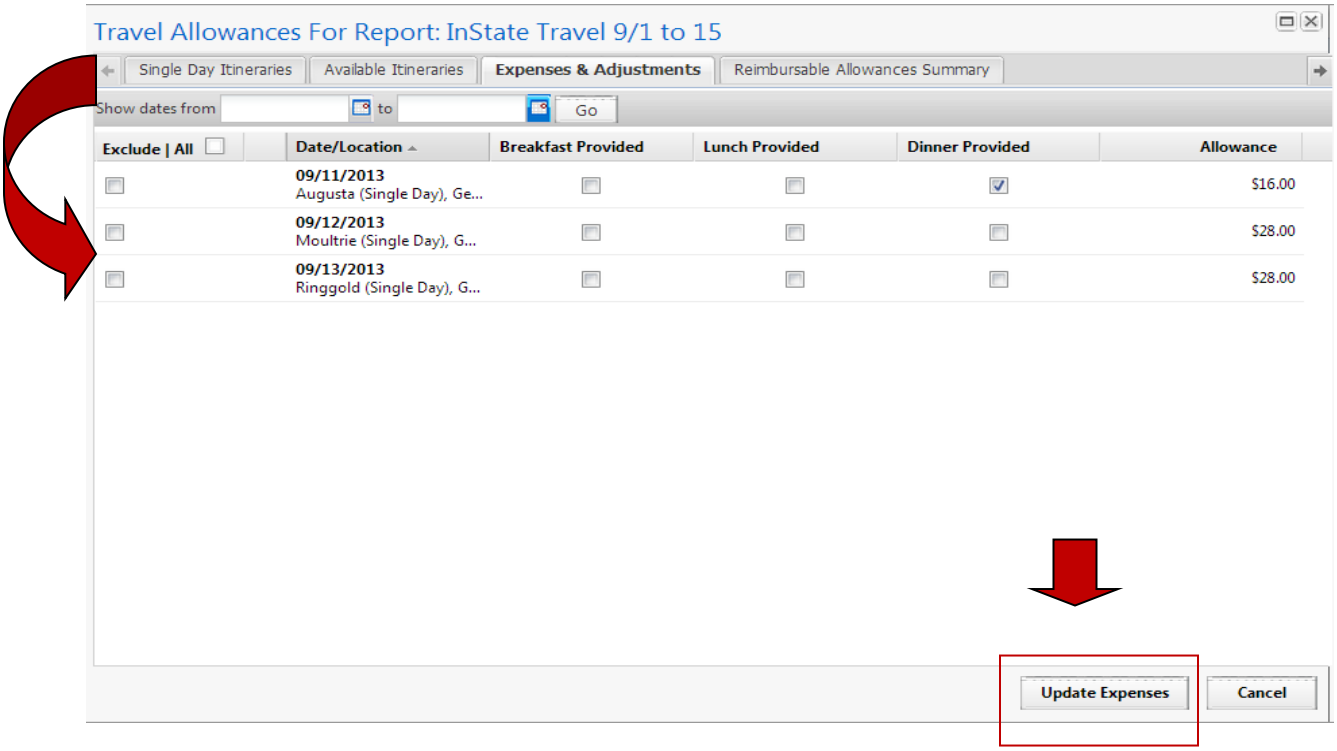


- Enter the location you started from in the Start Location
- Enter the time (using am or pm) you left in **Depart** and click the **Tab** key.

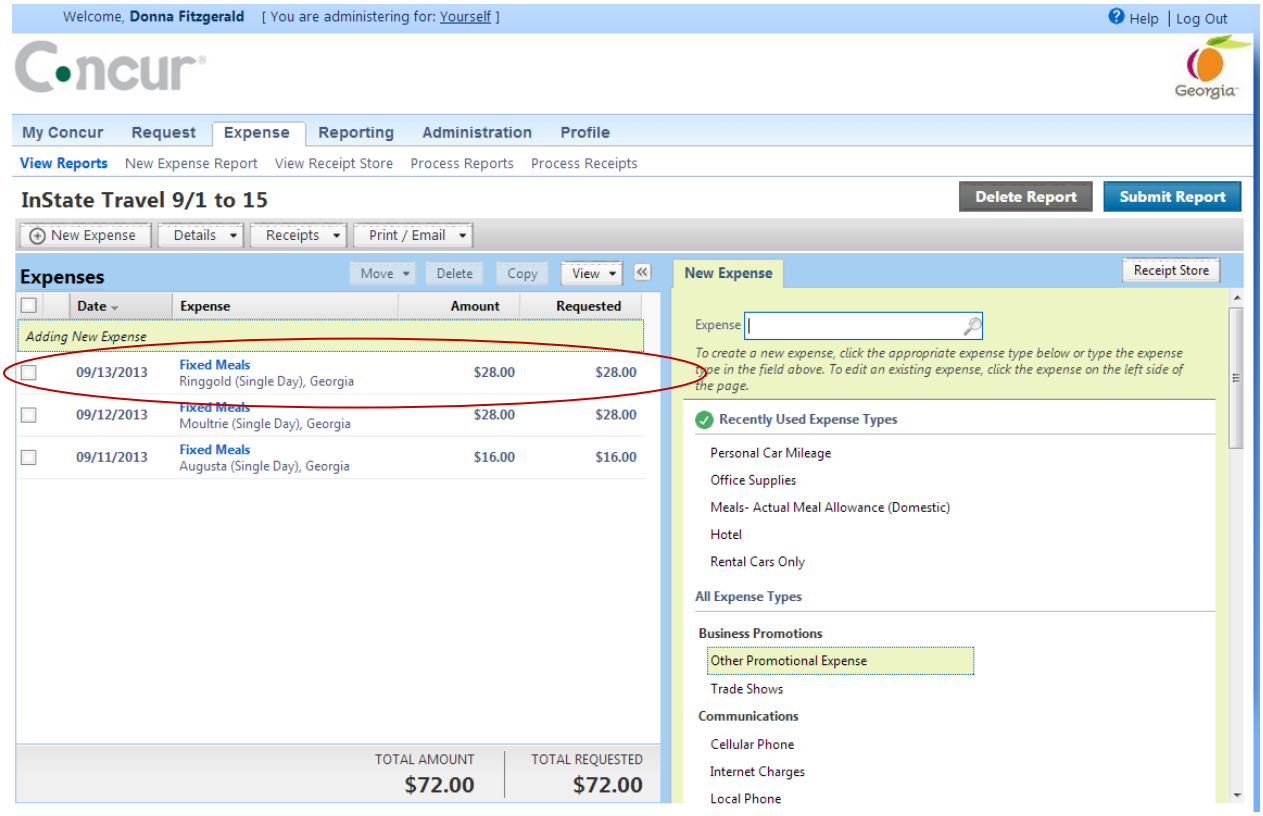
- Enter your last business location (Single Day) of the day in **End Location** and click the **Tab** key.
    - ✓ **Note**: You MUST choose a location with (Single Day) displayed after the location name. If you do not the Per Diem will not calculate the correct rate and will display $27.
- Enter the time you arrived at this final location in **Arrive** and click the **Tab** key.
- Enter the time you left this location in **Depart** and click the **Tab** key.
- Enter the time you arrived home in **Back** and click the **Tab** key.
    - ✓ **Note:** The system will calculate your travel status time under **Hours.**
- When you have entered all the days you are claiming click **Save Itineraries**.



- Click on the **Expenses & Adjustments** tab at the top of the window
- Click on any meals that were provided for you
- Click on **Update Expenses**.



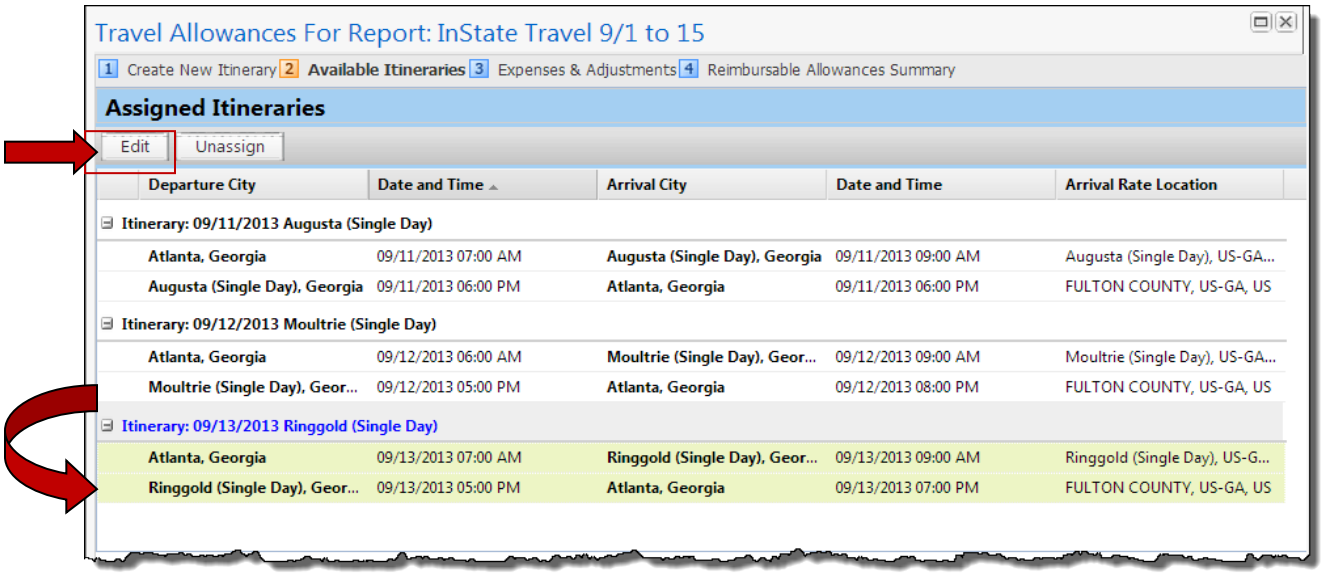
- An Expense Entry called **Fixed Meals** will be added to your expense report for each day you claimed and were eligible for according to the Travel Policy.



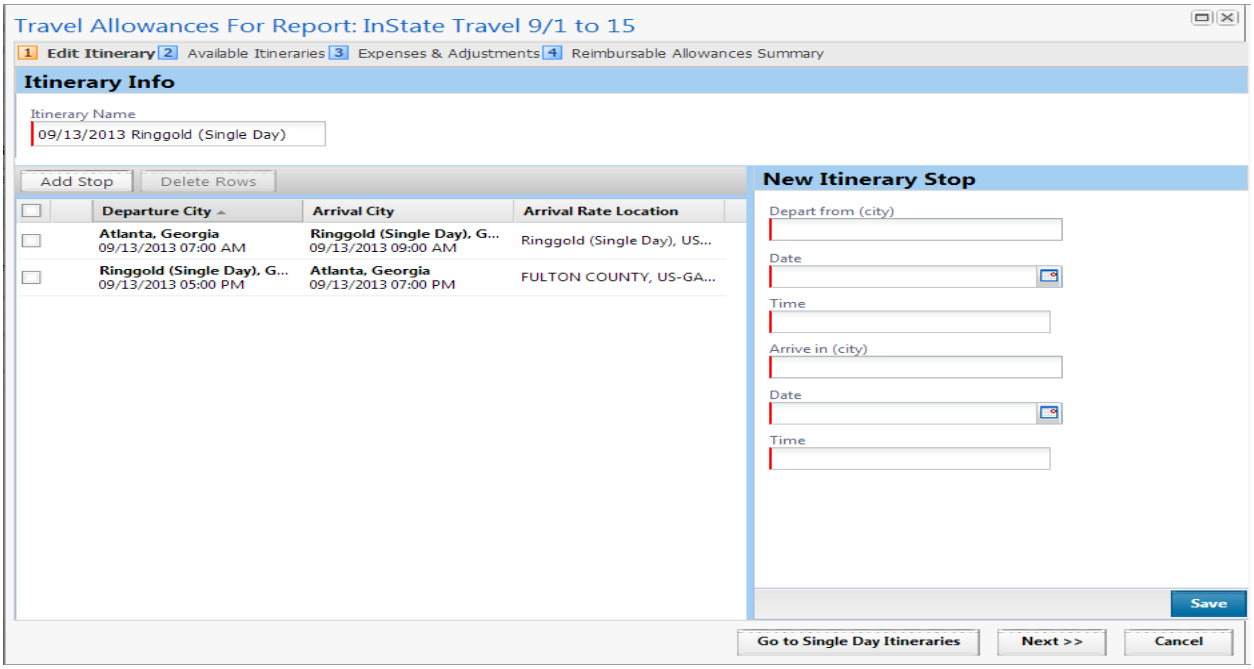
Correct a Travel Allowance Itinerary Entry

Sometimes the easiest way to fix a problem with a Travel Allowance is to delete it and re-enter it. However you do have the option to Edit a Travel Allowance Itinerary to correct it or Unassign a Travel Allowance Itinerary to delete the Travel Allowance Itinerary completely or link it to a different Expense Report.

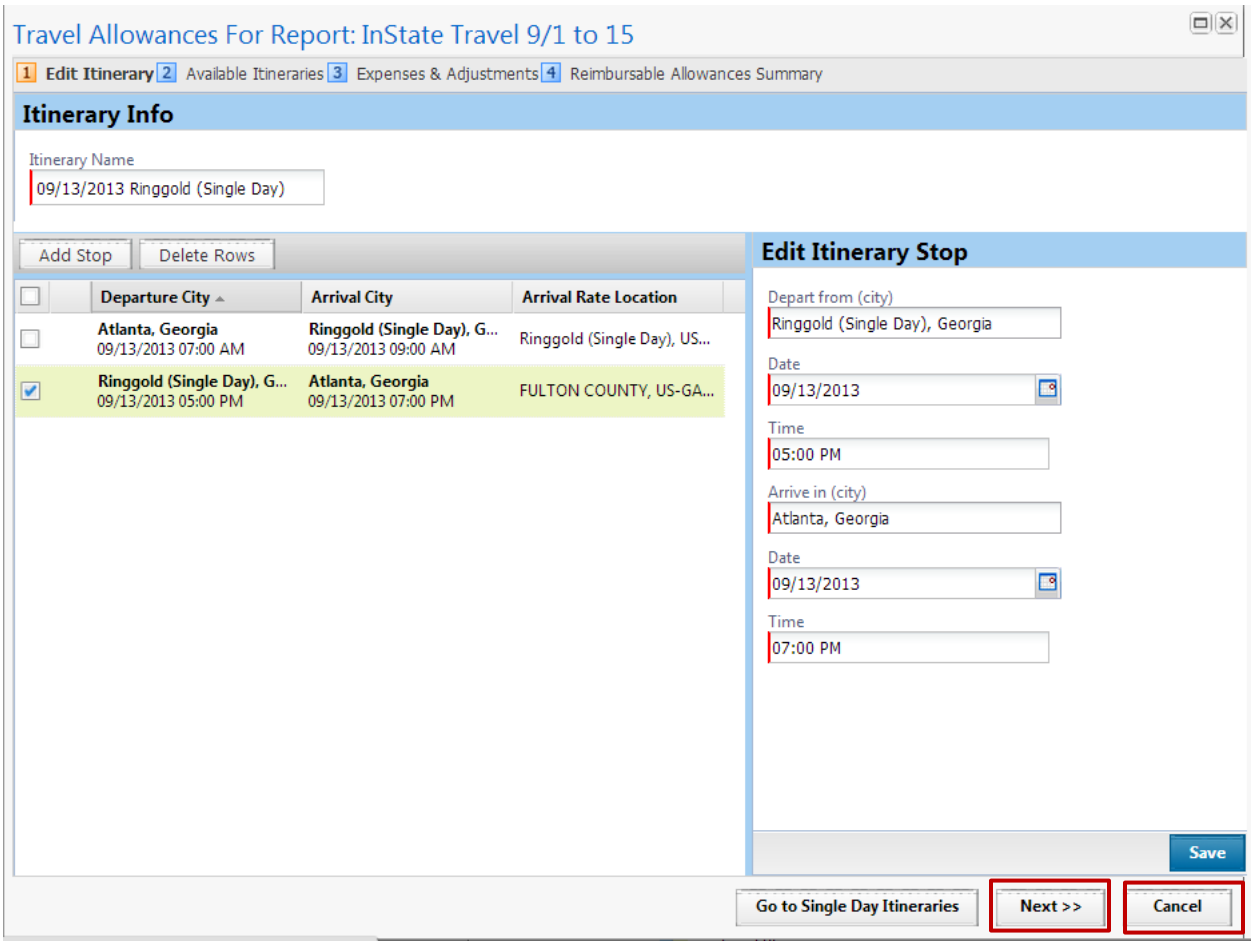
- **EDIT**
  - To Edit a Travel Allowance Itinerary
    - Select the entry in ***Assigned Itineraries***
    - Click on **Edit.**



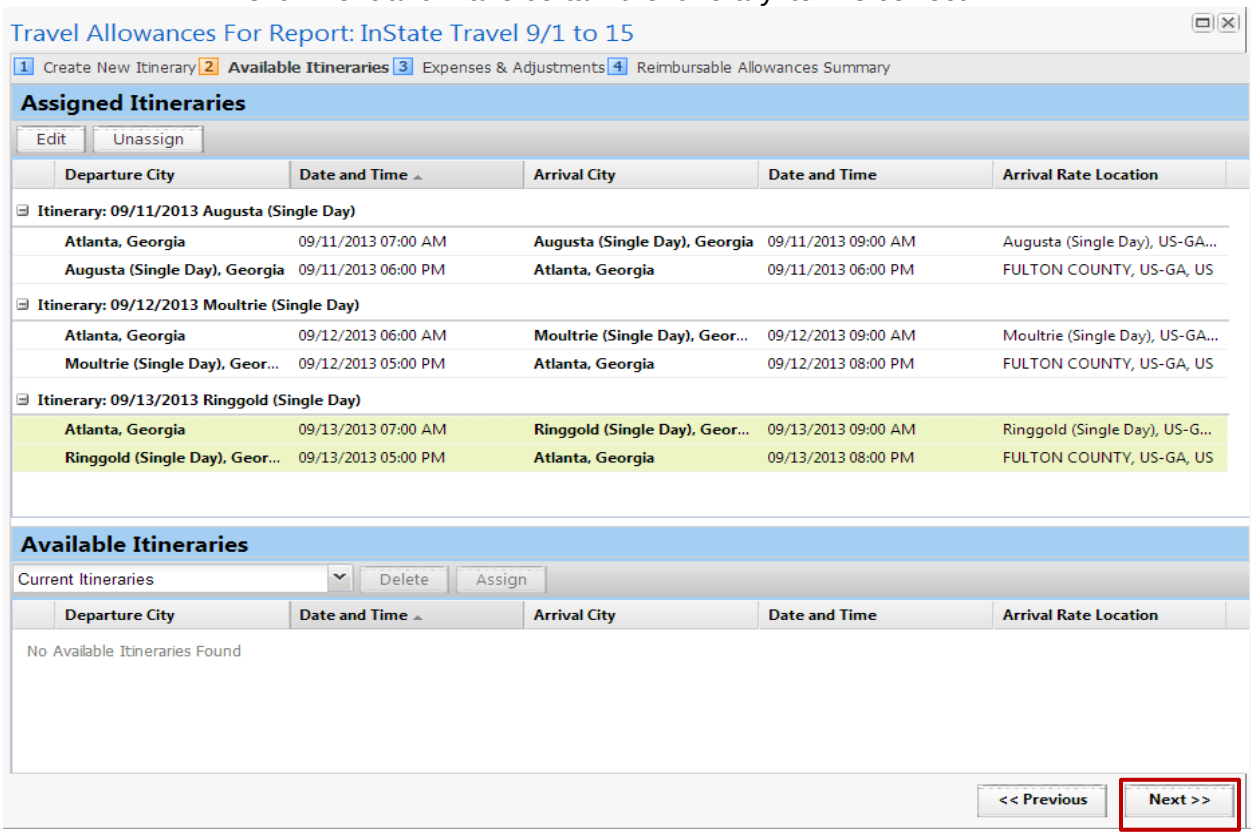
- The Standard Itinerary from opens. DO NOT SWITCH TO Single Day Itinerary



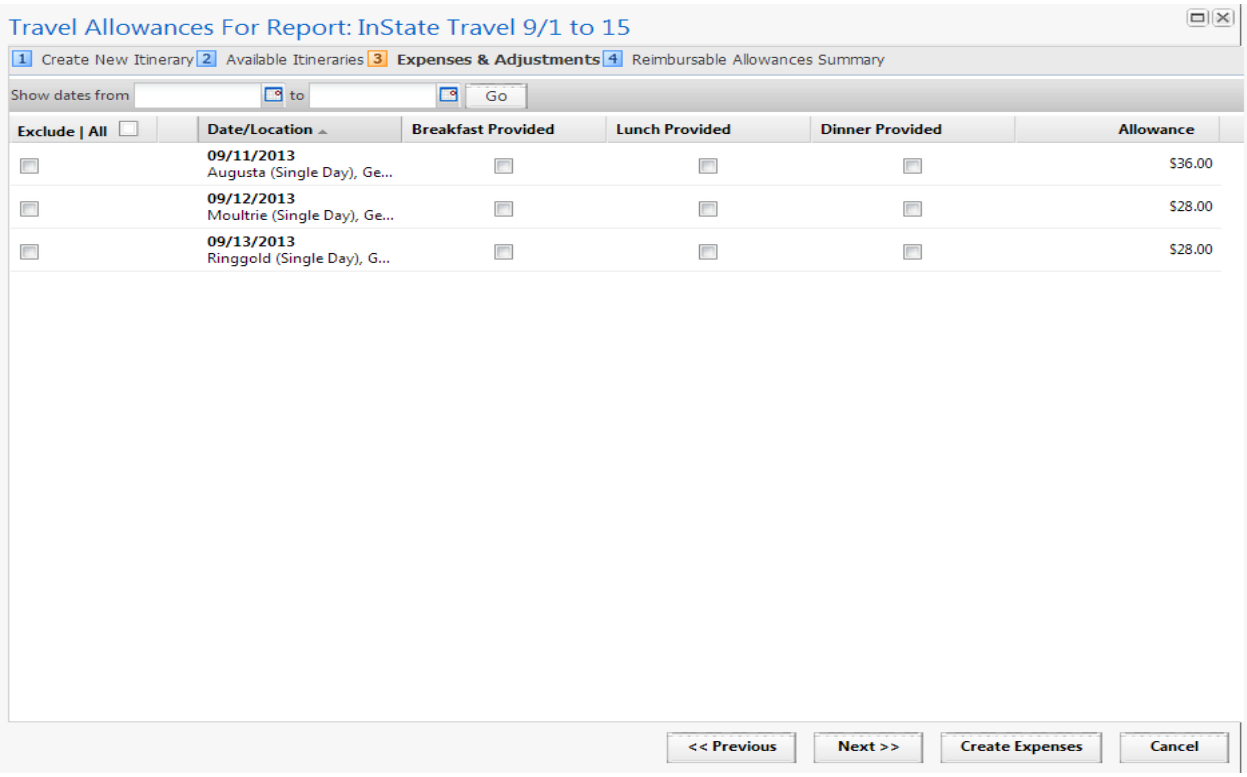
- Click on the checkbox next to leg of a trip to edit it**.** If a leg was missing enter it in New Itinerary Stop. Remember that if is the last leg of the Single Day trip, you must use the location name containing (Single Day).
- The data for the item you checked will appear in **Edit Itinerary Stop**.



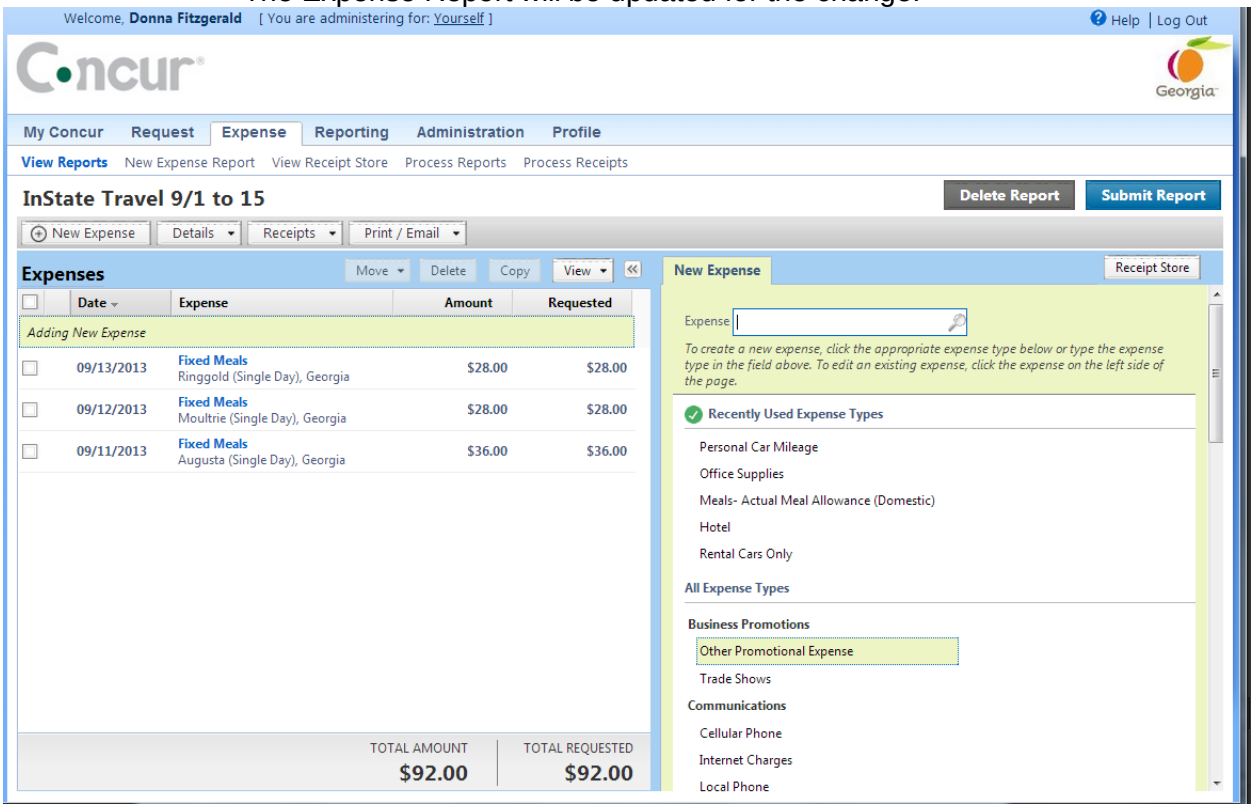
- Correct the field that is in error such as departure or return time.
- Click **Save**
- Click **Next** and make certain the Itinerary item is correct.



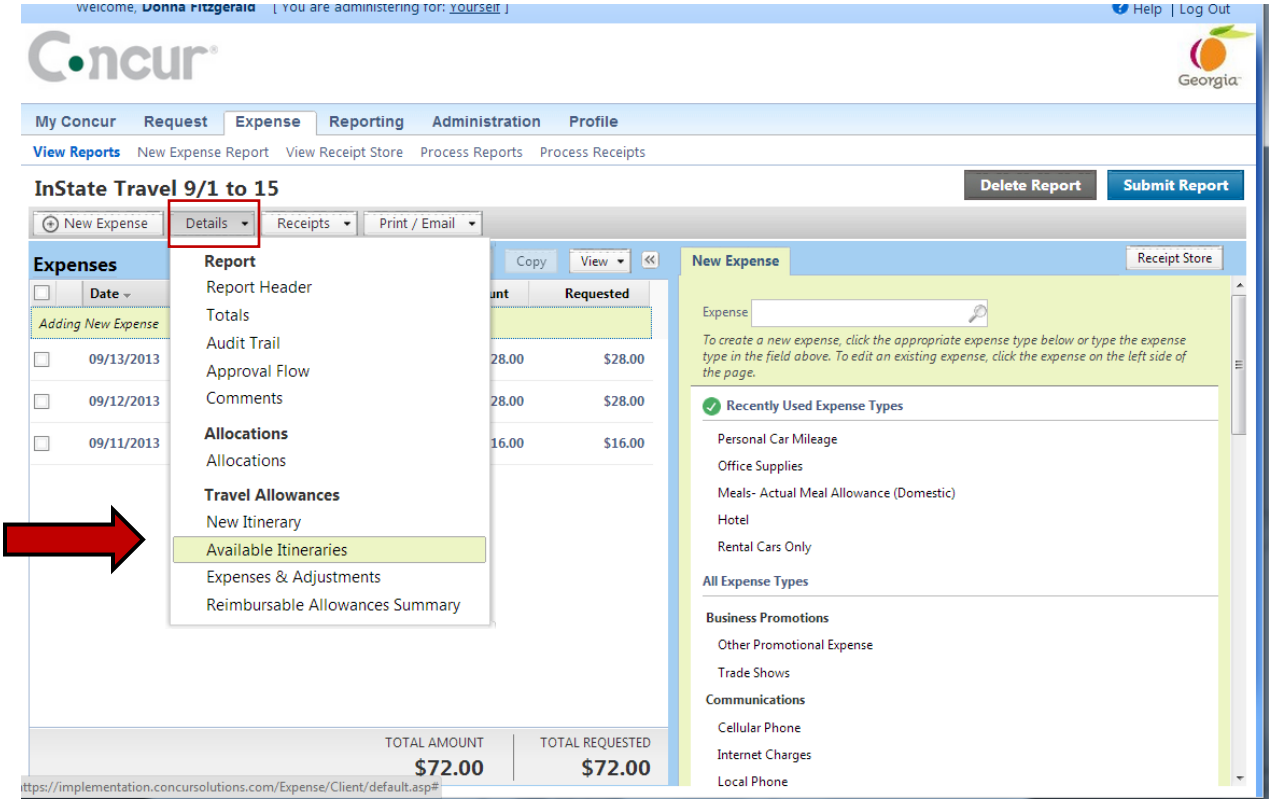
- Click **Next**
- Adjust for provided meals if necessary.
- Click **Create Expenses**



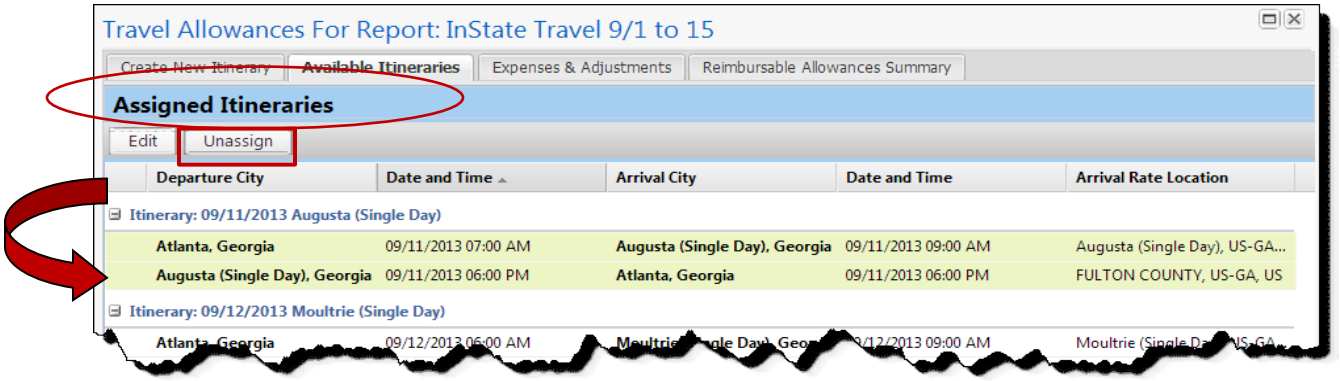
- The Expense Report will be updated for the change.



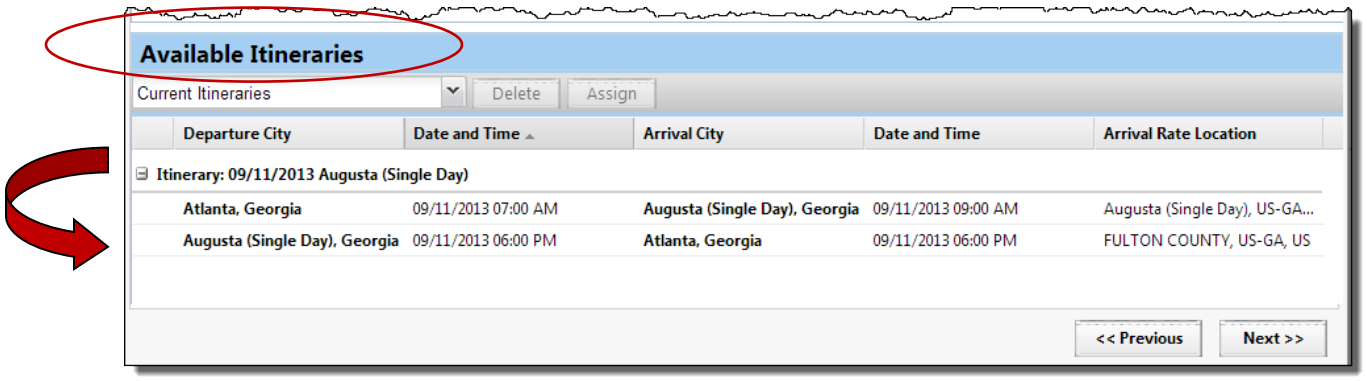
- **UNASSIGN**
  - Mark a Travel Allowance Itinerary for further adjustment
    - On the My Concur page in the Expense Report or Active Work section click on the existing Expense Report with the incorrect Travel Allowance
    - Click on the **Details** tab
    - Select ***Available Itineraries*** from Travel Allowances section



    - Locate the Travel Allowance Entry in the ***Assigned Itineraries*** section
      NOTE: If entered properly each Itinerary has 2 lines and if it only has 1 line you may get a system error message that won't let you process the itinerary.
    - Click on the name of the problem entry to highlight it
    - Click **Unassign**



- The Itinerary moves to ***Available Itineraries***

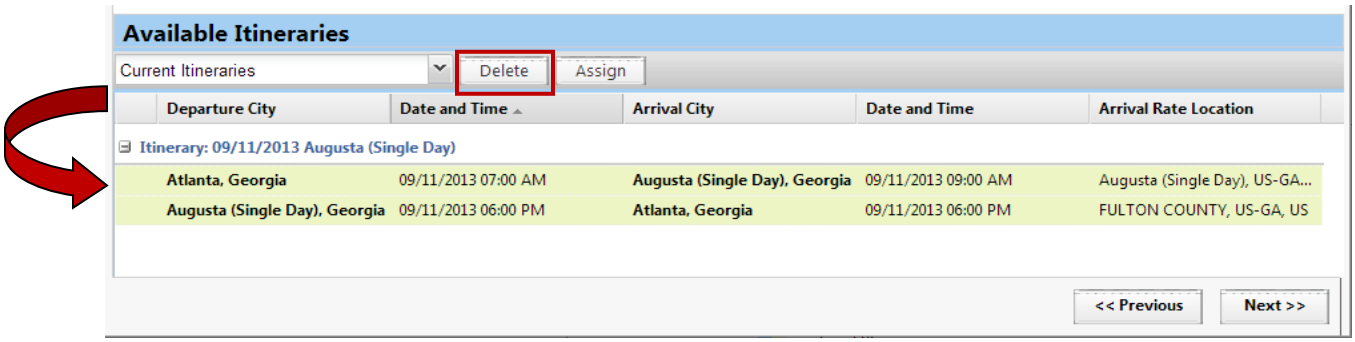


- In ***Available Itineraries*** select the Travel Allowance Itinerary
- The Travel Allowance Itinerary is now marked for further adjustment.

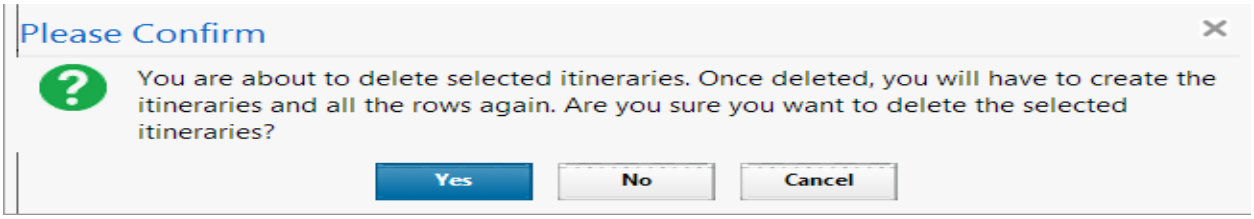
NOTE:

Go to Delete or Link an unassigned Travel Allowance Itinerary to another Expense Report.

- **DELETE**
  - To Delete a Travel Allowance
    - Select the Travel Allowance Itinerary to be deleted by clicking on the Itinerary name. This will highlight it.
    - Click **Delete**.



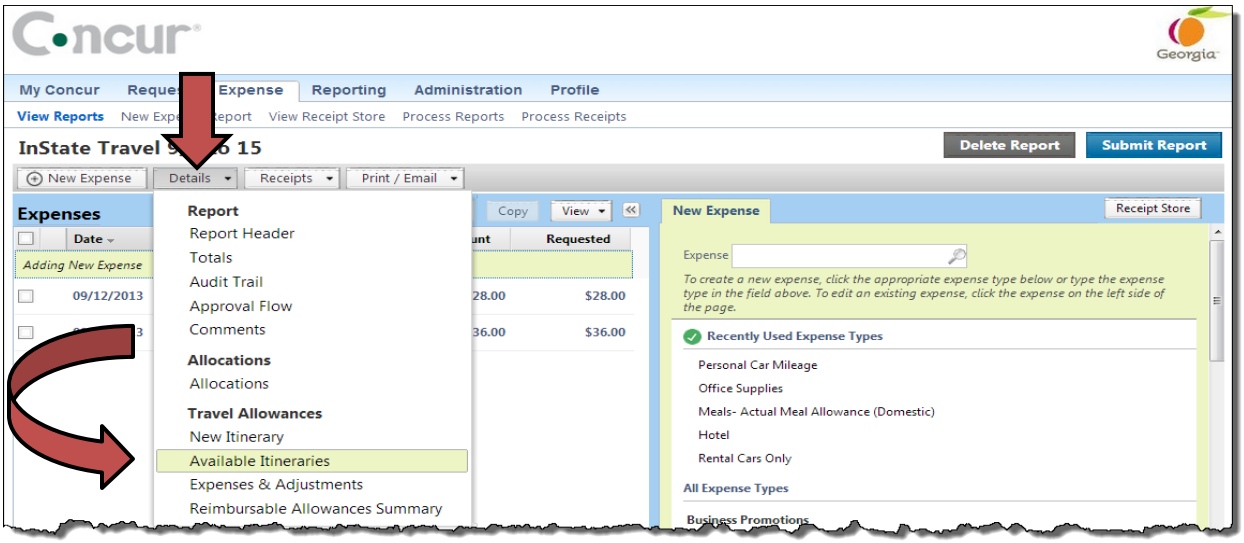
  - Click **Yes** in the confirmation box to process the deletion



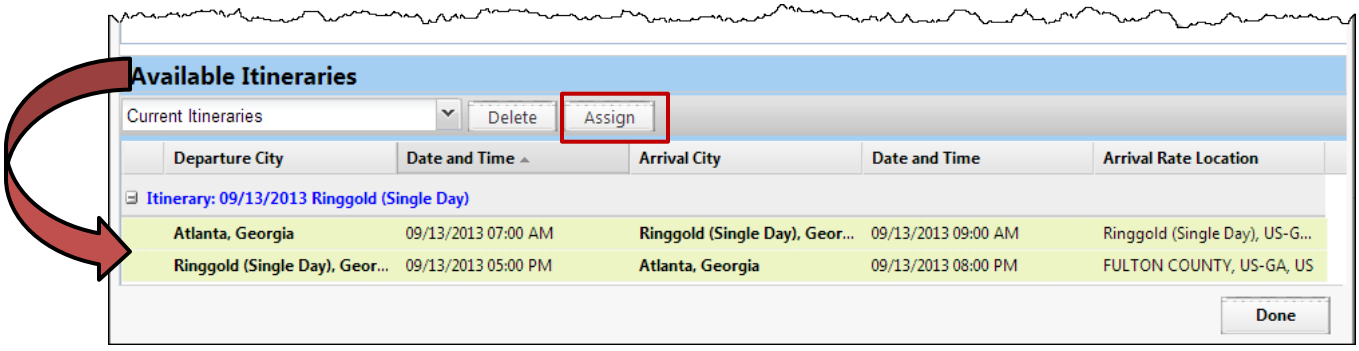
- The Travel Allowance Itinerary and the Expense will be removed from the Expense Report.

- **LINK**

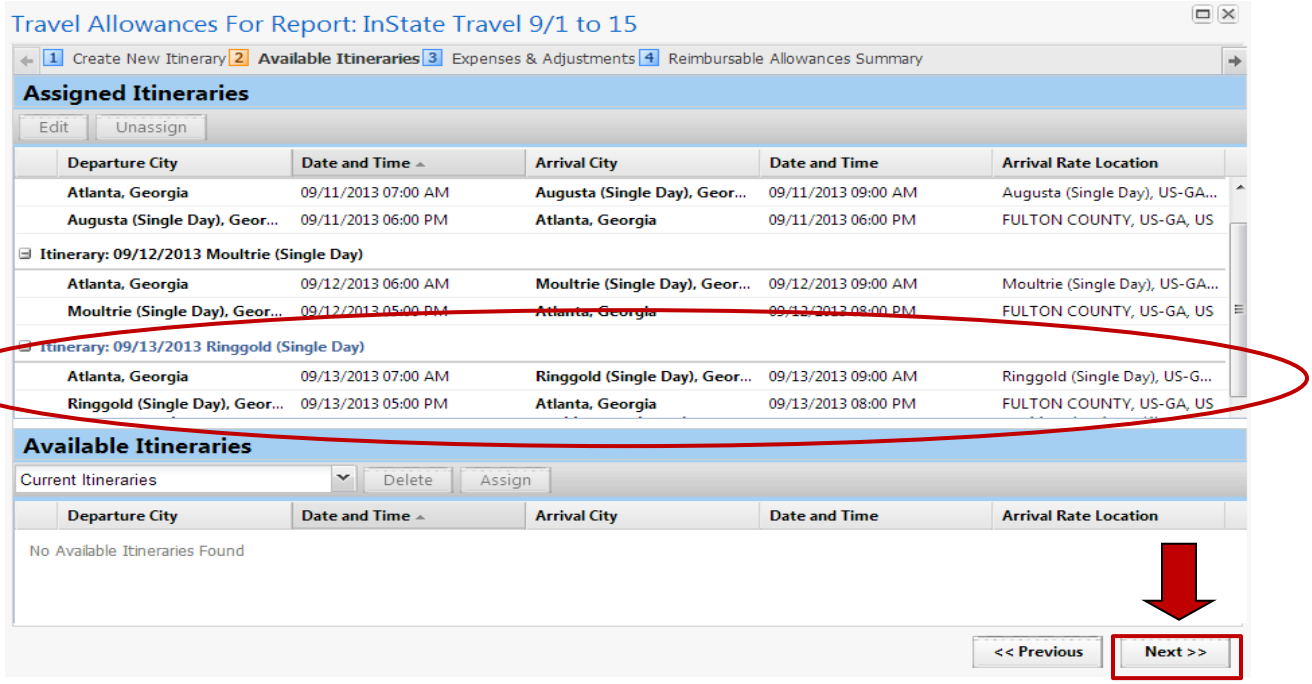
  - Link an Unassigned Travel Allowance Itinerary to different expense report.
    - Open the new or existing Expense Report you want to add the existing Travel Allowance Itinerary on. In our example it is an existing Expense Report.
    - Click on the **Details** tab
    - Click on ***Available Itineraries***



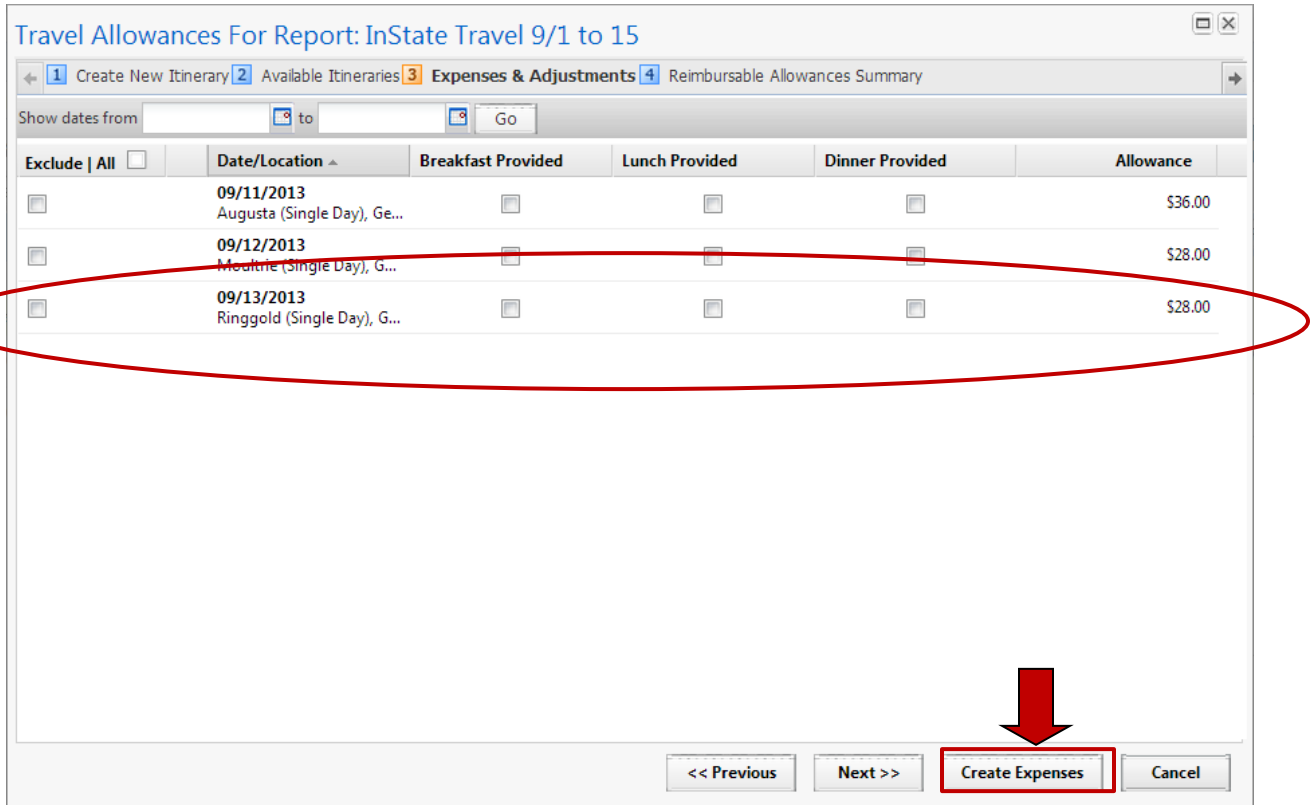
    - Select the itinerary you want to link from ***Available Itineraries*** at the bottom of the window by clicking on the Itinerary name. This will highlight the item.
    - Click **Assign**



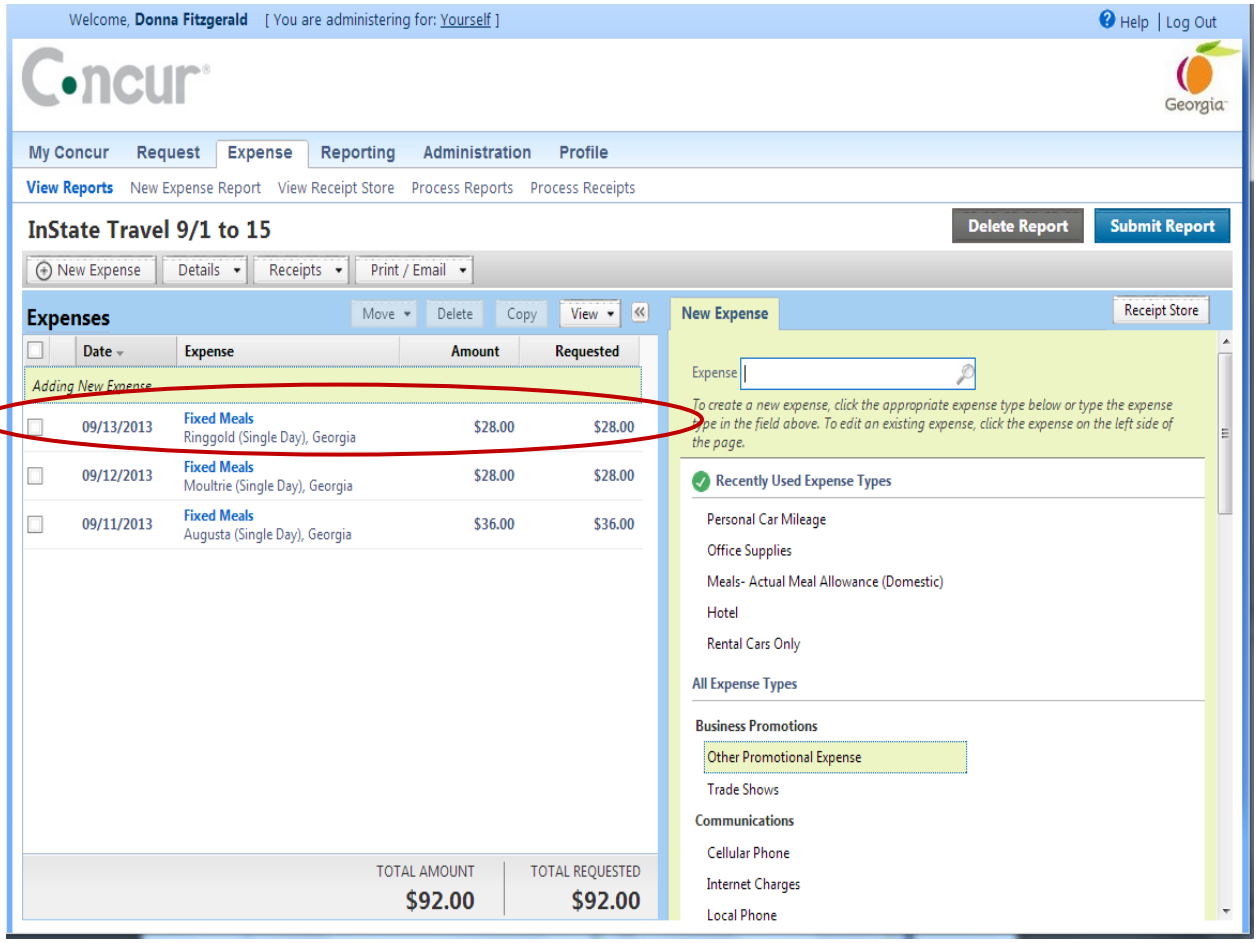
    - The Travel Allowance Itinerary will move into ***Assigned Itineraries*** at the top of the window. Click **Next**



- Adjust the Travel Allowance for any provided meals if necessary
- Click **Create Expenses** (or **Update Expenses** if it appears)

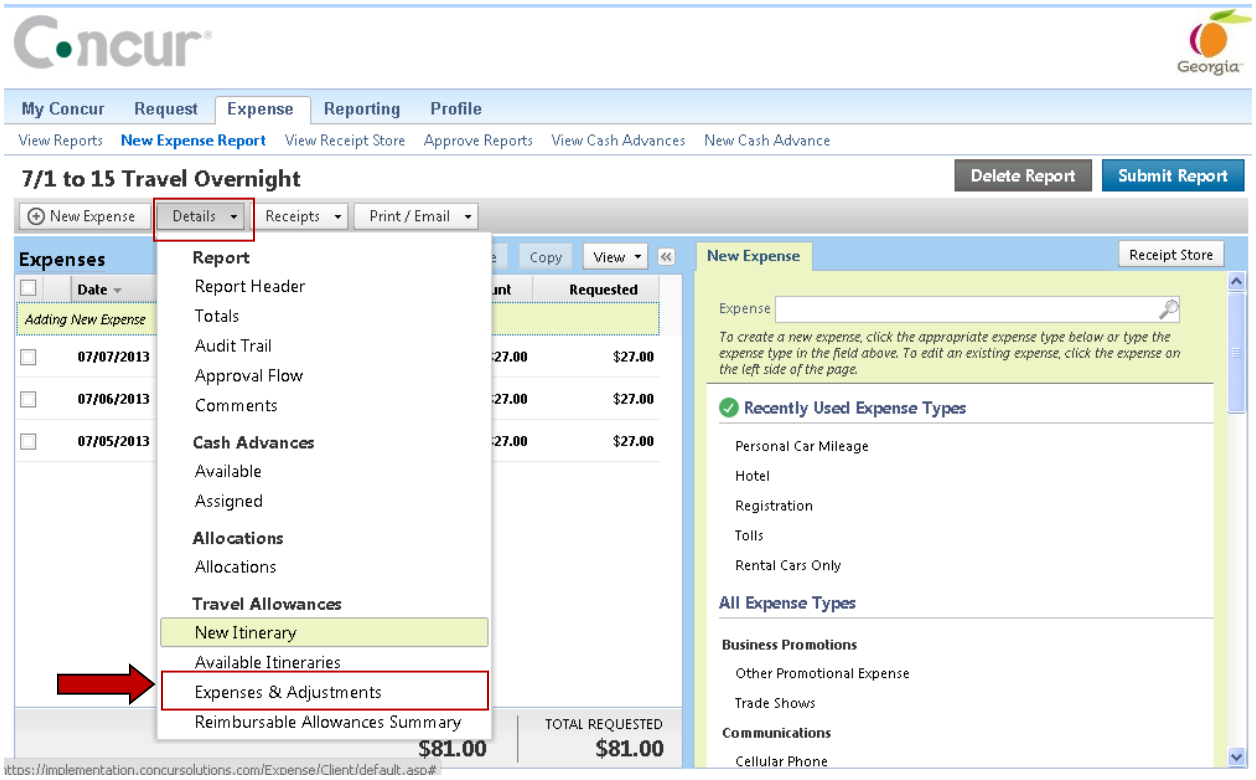


- The Expense Report is updated with the Fixed Meals Expense item

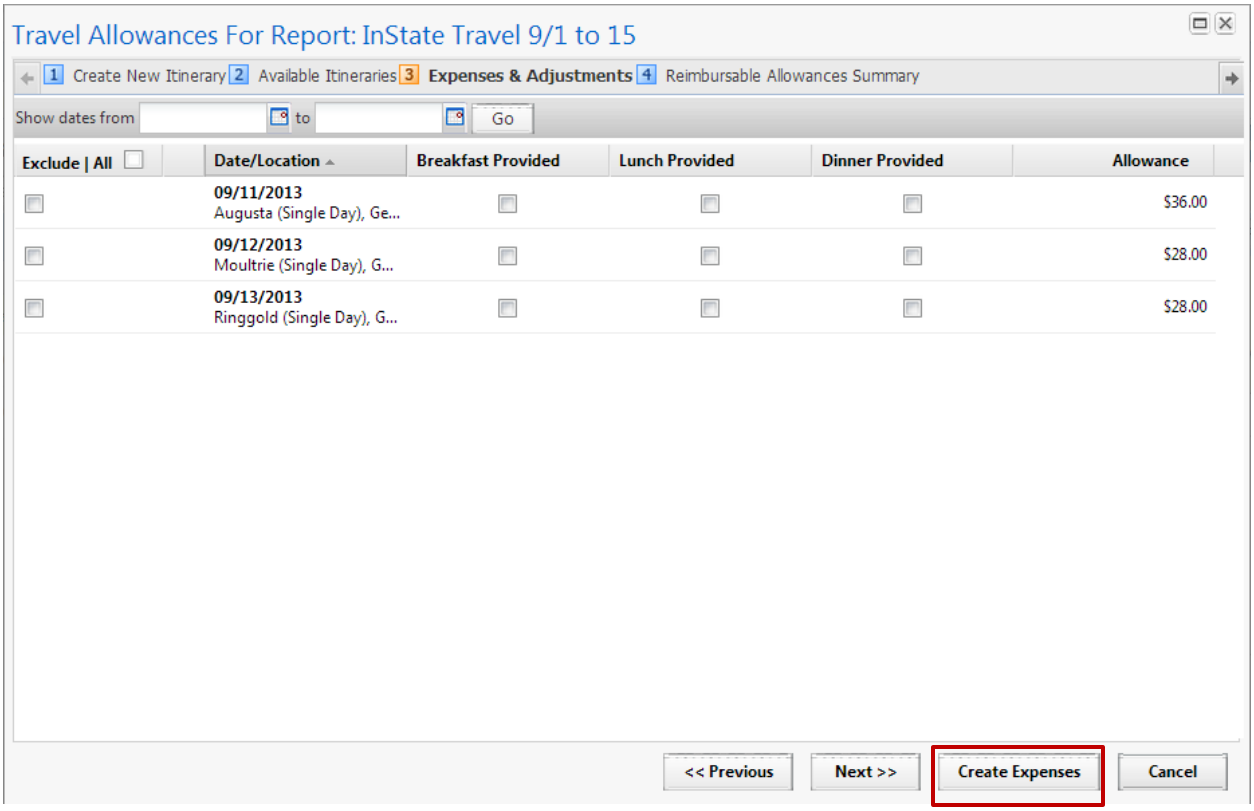

Welcome, Donna Fitzgerald [You are administering for: Yourself]
Help | Log Out
Concur
Georgia
My Concur Request Expense Reporting Administration Profile
View Reports New Expense Report View Receipt Store Process Reports Process Receipts
InState Travel 9/1 to 15
Delete Report
Submit Report
New Expense Details Receipts Print / Email
Expenses
Move Delete Copy View
Date Expense Amount Requested
Adding New Expense
09/13/2013 Fixed Meals Ringgold (Single Day), Georgia $28.00 $28.00
09/12/2013 Fixed Meals Moultrie (Single Day), Georgia $28.00 $28.00
09/11/2013 Fixed Meals Augusta (Single Day), Georgia $36.00 $36.00
TOTAL AMOUNT $92.00
TOTAL REQUESTED $92.00
New Expense
Receipt Store
Expense
To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.
Recently Used Expense Types
Personal Car Mileage
Office Supplies
Meals- Actual Meal Allowance (Domestic)
Hotel
Rental Cars Only
All Expense Types
Business Promotions
Other Promotional Expense
Trade Shows
Communications
Cellular Phone
Internet Charges
Local Phone

Adjust for a Provided Meal on an Existing Travel Allowance Entry

- On the My Concur page in the Expense Report or Active Work section click on an existing Expense Report to open it.
- Click on the **Details** tab.
- Select **Expenses and Adjustments** under the Travel Allowances section



- The **Expenses & Adjustment**s window opens.
- Select or deselect any necessary meals.



- Click **Create Expenses or Update Expenses**
- The Expense Report will open and the additions, changes or deletions will be made.